

Time & Leave Entry

Exempt Vacation Leave Used

SCENARIO: Report and OK to Process Vacation Leave used for an Exempt Employee.

STEP 1:	Select the menu items in the following order: Time and Leave > Maintain Employee Timesheet
Expected Results:	The Find an Existing Value page will display.
STEP 2:	<p>You must enter SOKID in the Set ID field.</p> <p>You may enter the following primary search criteria:</p> <ul style="list-style-type: none"> A. Department ID in the "Department" field; B. Pay Period End Date in the Pay Period End Date field; C. Employee ID in the "EmplID" field; D. Employment Record Number in the "Employment Rcd Nbr" field; E. Click Search. <p>You may wish to enter the following alternate search criteria:</p> <ul style="list-style-type: none"> A. Employee's Name in the "Name" field; or B. Employee's Social Security Number in the "Social Security #" field.
Expected Results:	Search results will display with criteria matching that which you entered in the Find an Existing Value page. If you completed all actions, A-E, the Time Entry Daily page will display instead of the search results.
STEP 3:	If you did not enter all the primary search criteria, search results will display. Select the employee's timesheet by Clicking on the employee's row of information.
Expected Results:	The employee's timesheet will display.
STEP 4:	Click in the "Earnings Type" field and Type "VAE."
Expected Results:	The Earnings Type description displays Leave-Vacation-Exempt.
STEP 5:	Tab out of the VAE Earnings Type field to the day of the week hours of vacation should be recorded. Enter the hours. If more than one day should have vacation recorded, tab to another day and enter the hours. Exempt employees record vacation leave in one-half or full day increments.
Expected Results:	The VAE earnings codes and hours will display on the timesheet. Note the system will automatically format the hours (Example: 8.00 can be entered as 8).

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STEP 6:	Click on the "Ok to Process?" checkbox.
Expected Results:	A checkmark will display in the "Ok to Process?" checkbox.

STEP 7:	Click on "SAVE."
Expected Results:	The words, Processing and then Saved, will flash on the upper right hand corner of the page. If there are no batch time and leave errors, the time will be updated to paysheets during a preliminary or final calculation night.

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